

**UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT**

**Rural Business Cooperative Service
Rural Housing Service
Rural Utilities Service**

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For Administrative Use Only

Missouri RD AN No. 1427

October 4, 2004

TO: All Rural Development Staff

FROM: Gregory C. Branum
State Director

SUBJECT: 2004 Summary Ratings and 2005 Performance Work Plans

PURPOSE/INTENDED OUTCOME: This AN is issued to provide instructions on completing the summary rating portion of SCA Form 4140, Performance Work Plan, and to provide guidance on completing the 2005 Performance Work Plan.

COMPARISON WITH PREVIOUS AN: This AN replaces Missouri AN No. 1417 dated October 6, 2003.

IMPLEMENTATION RESONSIBILITIES:

Rural Development's performance appraisal cycle is October 1 through September 30 of each year. Each employee should have a Performance Work Plan, SCA Form 4140, in place for this period and the information entered into i*CAMS. There should be at least one progress review during the appraisal cycle. Both the employee and rating official should have initialed and dated the appropriate block in Part II of SCA Form 4140 to indicate the progress review was held. The progress review should also have been entered into i*CAMS.

Supervisors are required to complete a Rating of Record on each employee. The employees' performance should be rated for each element as either "Results Achieved" or "Results Not Achieved".

An overall summary rating of Results Achieved means that the employee has met the performance expectations for each element. Please keep in mind that under this system Results Achieved is equivalent to the old Fully Successful rating. Summary ratings of Results Achieved require only the signature of the rating official and the employee. No higher level review is required and no additional documentation is needed.

The supervisor should complete Part III of the SCA Form 4140 to show Results Achieved and the employee and supervisor should both complete Part IV, Certification, in the Summary Rating Column. The Results Achieved rating should be entered into i*CAMS. The i*CAMS End Users

EXPIRATION DATE:
10-31-2005

FILING INSTRUCTIONS: Preceding
RD Instruction 2060-B

Manual provides step by step instructions for both supervisors and subordinate employees.

If an employee is not performing at the Results Achieved level in any element, the summary rating must be a "Results Not Achieved". Supervisors should not complete the rating on any employee with unsatisfactory performance. Instead, they should consult with the second line supervisor (RDM or State Director) and contact Martha Newsom in the State Office immediately for specific guidance. (A Results Not Achieved rating requires written comments to be attached to the Performance Work Plan and must be signed by the rating official and the reviewing official **prior** to presenting to the employee for signature.) "Results Not Achieved" ratings will not be entered into i*CAMS until the above is accomplished.

Supervisors should use the rating conference as an opportunity to discuss areas of performance that could be improved as well as to provide specific positive feedback. Employees should also be allowed to provide feedback during the conference. Year-end accomplishments can be a useful tool in the rating process. To allow time for receipt of the year-end numbers and for managers to meet with their employees, we are extending the deadline to complete the rating process. Supervisors should provide a copy of the completed form (with signatures) to the employee, keep a copy for their file, and forward the original to the State Office, ATTN: Martha Newsom no later than November 10 , 2004.

2005 Performance Plans:

The performance elements from FY 2004 may be used for FY 2005. If a supervisor needs to deviate from the "canned elements", please contact Martha as certain criteria must be met.

Be reminded that you can use the rating conference as an opportunity to put the new Performance Work Plan in place. However, when we receive all of our goals for FY 2005, supervisors should have another discussion to relay the expectations pertaining to the FY 2005 goals.

The 2005 Performance Work Plan should be initiated through i*CAMS but you will still need to obtain signatures after printing the form. Be reminded that i*CAMS will allow you to copy a plan from the previous year. (Refer to the i*CAMS End Users Manual.) Even though RD Instruction 2060-B requires that we use the new Performance Plan, RD Form 2060-1, we will use the SCA Form 4140 that is still in i*CAMS.

Reminder: Supervisors must go back into i*CAMS after the employee views the Performance Plan and finalize it before the system will recognize it as a completed Plan.

It is not necessary to send a copy of the 2005 plan to the State Office.

If you have any questions concerning this AN, please contact Martha.